

Writing the Reference List

Heading

- The heading used on the resume must be consistent with the reference list.

References

- References must be **REAL!**
- List **3** professional and two personal references.
- When listing references, you must always ask the individuals, **in advance**, if you may use them as a reference.
- Select individuals who will say positive things about you.
- Provide your reference with a copy of your current resume.
- Inform the individuals about your job search strategies and the type of position you are seeking, therefore, your references will be prepared when prospective employers call.
- Inform your reference and send a thank you note when you have accepted a position.

Professional Reference

- A professional reference is someone you have worked with who can talk about your skills, work habits, and your accomplishments.
- Professional reference information should include: *Name, Job Title, Company Name, Address, Phone Number, and Email Address if available.*

Personal Reference

- A personal reference (non-relative) will assure your personal character and verify the truthfulness of information provided on your resume.
- Personal references information should include: *Name, Years Known (three year minimum), Address, and Phone Numbers (day & evening numbers).*